2004-2005 Data Elements for Student Record Collection

Element 445 First Year in Ninth Grade Code was added for EOY 2004-2005.

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	FLL	SPR	EOY
010	Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	A/N	12	Unique identifier for each student within a division	One record per student per school; duplicate records within a school will be rejected.	X	X	X
020	Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	3	List of Virginia education agency numbers	Must be a valid educational agency; must be numeric. If the Responsible Division and Serving Division are not the same AND the Responsible Division is the Reporting Division AND the Serving Division is less than or equal to 219, then the record can not be reported by the Responsible Division. Separate out contractuals for March 31 and EOY	X	X	X
030	Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	4	List of Virginia school numbers by division	Must be a valid institution within the ed-agency; must be numeric.	X	X	X
040	Serving Division Code	Three-digit state-assigned Division number that identifies the division or agency that provides services to the student.	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency; must be numeric. Separate out contractuals for March 31 and EOY	X	X	X
050	Serving School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the ed-agency, region, or private; must be numeric.	X	X	X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
060	Active Status Code	A code that identifies the active status of a student as of the date of this snapshot (10/1, 3/31, or EOY=6/1/2003). An inactive student was enrolled at some point during this school year, but not as of this snapshot. A record with an Active Status Code of N will not have any days of membership during the current school year. Use for Summer Dropouts, Graduates who finished high school at a college and for correcting W8s and W9s on the Fall report. An N code does not require an Entry Date or Entry Code.	A	1	A=Active; I=Inactive; N=Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership)	Must be A, I, or N; If code is A and Exit/Withdrawal Date is prior to "as of date,"(as of date refers to the snapshot date) record will be rejected.	X	X	X
070	Entry Code	A code that indicates the process by which the student first entered the school during a given school year.	A/N	2 or 4	List of entry codes	All records must have a valid short or long entry code; entry code reflects the first entrance into this school. (A Max Length of 4 will be accepted if optional codes are used.)	X	X	X
080	Entry Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year and must be prior to exit/withdrawal date if exit not blank.	X	X	X
090	Exit/Withdrawal Code	A code that indicates the circumstances under which the student last exited from membership in the school.	A/N	2 or 4	List of exit/withdrawal codes	Inactive students must have a valid withdrawal code and date. Must be a valid short or long withdrawal code. (A Max Length of 4 will be accepted if optional codes are used.)	X	X	X

							F L L	S P R	E O Y

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
100	Exit/Withdrawal Date	Date associated with Exit/Withdrawal code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year; must be after entry date.	X	X	X
110	Racial/Ethnic Code	A code that identifies the racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	N	2	00=unspecified; 01=American Indian; 02=Asian; 03=Black; 04=Hispanic; 05=White; 06=Native Hawaiian (optional)	Must have a valid race/ethnicity code; must be numeric.	X	X	X
120	Gender Code	A code that identifies the student's gender.	A	1	M=Male; F=Female	Must have a valid gender code.	X	X	X
130	Birth date	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Error - Birth date is after current date; date is outside range for school ages 2-19 (reg. ed) or 0-22 (spec. ed) or 2-22 (LEP)	X	X	X
140	Grade Level Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A/N	2	JK, PK, KA, KP, KG, T1, 01 thru 12, PG, TT (Use TT for Test Takers, former students who return for SOL testing only)	Must be a valid ACTIVE grade code; must be within the low/high grade range reported for the school; must be character.	X	X	X
150	Kindergarten Half-Day Flag	A flag that identifies whether a kindergarten student attends a half-day session.	A	1	N=No, student does not attend half-day KG; Y=Yes, student attends half-day KG;	Must be Y or N; grade level code must be JK, KA, KP, KG, T1	X	X	
160	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).	N	3	blank (student does not have a disability) or valid numeric disability code	Must be blank or a valid numeric disability code Required if Serving Division Code = 600	X	X	X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
170	Spec Ed Weekly Time %	The total percentage of time that the student spends each week with a special education teacher. (This percentage would be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability.)	N	3		Must be valid number 1 - 100 Required only if student has a disability code that is not 504 and Grade Level Code = KA, KP, KG, T1, 01, 02, or 03; Must be blank if no disability code or 504	X		
180	Disadvantaged Status Flag	A flag that identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, or 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N=No, student is NOT Disadvantaged; Y=Yes, student is Disadvantaged	Must be Y or N	X	X	X
190	Limited English Proficient Status Code	A code that identifies the proficiecy level and status of a Limited English Profienct Student	N	2	blank; 11=LEP, Receivieng Services and Proficiency Level 1; 12=LEP, Receivieng Services and Proficiency Level 2; 13=LEP, Receivieng Services and Proficiency Level 3; 14=LEP, Receivieng Services and Proficiency Level 4; 2=LEP and on Monitor Status-1st year; 3=LEP and on Monitor Status-2nd year; 4=Identified as LEP, but not receiving services 5=First Year Post-Monitor Status 6=Second Year Post-Monitor Status		X	X	X
200	Country of Birth Code	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	N	4	Blank or select from list of country codes	Blank or a valid numeric country code	X		

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
210	Home Language Code	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	N	4	Blank or select from list of language codes	Blank or valid language codes. If Home Language Code = 400 (English) then error.	X		
220	Immigrant Status Flag	A flag that Identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	A	1	N=No, student is not identified as an immigrant; Y=Yes, student is identified as an immigrant	Must be Y or N; if Y, student's country of birth cannot be blank; Alert if country code is not blank and grade is JK, KG, KA, KP, T1, 01, 02	X		
230	Refugee Flag	A flag that identifies an individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that she/he will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This does not include persons displaced by natural disasters or persons who, although displaced, have not crossed an international border or persons commonly known as "economic migrants," whose primary reason for flight has been a desire for personal betterment rather than persecution. (self identification is acceptable)	A	1	N=No, student is not identified as a refugee; Y=Yes, student is identified as a refugee	Must be Y or N.	X		

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	FLL	SPR	EOY
240	Migrant Status Flag	A flag that identifies whether the student is identified as migrant AND has a certificate of eligibility. See your local Migrant Education coordinator for local application of this program.	A	1	N=No, student is not identified as Migrant; Y=Yes, student is identified as Migrant	Must be Y or N	X	X	X
250	Homeless Status Flag	A flag that identifies whether the student is identified as "Homeless."	A	1	N=No, student is not identified as Homeless; Y=Yes, student is identified as Homeless	Must be Y or N	X	X	X
260	Neglected/ Delinquent Status Flag	A flag that identifies whether the student is classified as Neglected or Delinquent	A	1	N=No, student is not identified as Neglected/Delinquent; Y=Yes, student is identified as Neglected/Delinquent	Must be Y or N	X		
270	Gifted Code	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	N	4	List of gifted codes	Blank or valid gifted code.		X	
280	Title I Code	Code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	N	2	blank; 01=Reading; 02=Math; 03=Reading and Math; 04= Math and Health; 05= Reading and Health; 06=Math, Reading and Health; 07=Math and Support Services; 08=Reading and Support Services; 09=Math, Reading and Support Services; 10=Math, Reading, Support Services and Health	Complete for all Title I Targeted Assistance Schools. Must be valid code or blank.	X	X	X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
290	GED Program Code	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	N	1	blank; 1=GED; 2=ISAEP; 3=GAD	Must be at least 16 years old to work towards a GED. Check against birth date.		X	X
300	International Baccalaureate Program Flag	Code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	A	1	N=No, student is not in IB program; Y=Yes, student is in IB program	Must be Y or N. If Y, then the serving school must be have a focus area of IB. See your School and Staff data collection contact person for more details.			X
310	Graduate /Other Completer Code	Code that identifies the type of graduation diploma or completion document that the student received	N	2	List of graduate/other completer codes	Required if grade level code is 12 and retention=N; alert if grade is not 12 or 11. If code = 6, then IB flag must = Y. If code = 5, then GED Program Code must = 1. If code=8, then GED Program Code must = 2. If code = 9, then GED Program Code must = 3. If student receives GED, ISAEP or GAD, age must be at least 16. If Graduate/Other Completor Code =3 or 7 then Primary Disability Code can not be blank or 15.			X
320	Graduate Plan Code	Code that identifies the post-graduate plans of the student	N	2	List of graduate plan codes.	Required if Graduate/Other Completer Code is not blank; warning if grade is not 12 or 11. Must be valid plan code			X
330	Advanced Placement Code	Code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	N	1	blank; 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam	Blank or must be a valid advanced placement code. Alert - Grade code is not 09, 10, 11, or 12.			X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
340	Dual Enrollment Flag	Code to identify that student has taken one or more courses for college credit for school year being reported	A	1	N=No, student is not taking courses for college credit; Y=Yes, student is taking one or more courses for college credit	Must be Y or N. Alert - if Y and grade level is not 09, 10, 11, or 12.			X

351	CTE Finisher Code	Code used to identify students who have either:
		 - finished a required Career and Technical Education sequences of course to be considered a
		     completer;
		 -finished a required Career and Techincal Education sequences of course to be a
		     completer in a program that has an articulated agreement with the local
		     community college (known as Tech Prep); or,
		 -has taken at least one state-approved Career and Technical Education
		     course at anytime since 7th grade. (This combines and enhances the former CTE Completer Flag, CTE Tech Prep Completer Flag and CTE Course Flag. It also eliminates the need for the CTE dropout questions on the Fall Misc. Web Collection form.)
			N	1	1 = finished CTE requirements for completion
					2 = finished CTE requirements for completion of a Tech Prep program
					3= took at least one state-approved CTE course since 7th grade but has not finished CTE requirements for completion
					4 = has not taken any state-approved CTE courses since 7th grade
						Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6
						
						Required if grade is 7, 8, 9, 10, 11, or 12
						
						Required if CTE Career Family Code is NOT NULL
									X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
361	CTE Career Family Code	Code used to identify the career family of the state-approved CTE course that any student has taken at anytime in this school year. If the student has taken more than one course which fall into different families, choose the family that most closely aligns with that students career interests. See your local CTE Administrator for local application of this rule. (This element and the CTE Special Populations Code will replace the CTERS 2 report in 2005-2006.)	A	4	CT1 or TP1 = Agriculture and Natural Resources CT2 or TP2 = Architecture and Construction CT3 or TP3 = Arts/Audio/Video Technology & Communications CT4 or TP4 = Business and Administration CT5 or TP5 = Education and Training CT6 or TP6 = Finance CT7 or TP7 = Government and Public Administration CT8 or TP8 = Health Science CT9 or TP9 = Hospitality and Tourism CT10 or TP10 = Human Services CT11 or TP11 = Information Technology CT12 or TP12 = Law and Public Safety CT13 or TP13 = Manufacturing CT14 or TP14 = Retail/Wholesale Sales & Service CT15 or TP15 = Scientific Research & Engineering CT16 or TP16 = Transportation, Distribution & Logistics ***Use the CT code if it is a regular Career and Technical Education Course ***Use the TP code if it is a Tech Prep Course	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6 Required if CTE Special Populations Code is NOT NULL			X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
371	CTE Special Populations Code	Code used to identify the CTE special populations of the student that are not already collected in other elements. See your local CTE for Administrator assistance. (This element and the CTE Career Family Code will replace the CTERS 2 report in 2005-2006.)	N	3	**4 = Non-traditional Career Preparation** **5 = Single Parent** **6 = Displaced Homemaker** **45 = Non-Trad and Single Parent** **46 = Non-Trad and Displaced Homemaker** **56 =Single Parent and Displaced Homemaker** **456 = Non-Trad, Single Parent and Displaced Homemaker**	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6			X
380	Dropout Reason Code	Code associated with W8s to identify reason that student dropped out of school	N	2	Blank or valid dropout code.	Required for all W8s. Required if Summer Dropout = Y. Must be a valid dropout code.			X
381	Summer Dropout Flag	Flag to identify that a student is a summer dropout. Student was in membership the last day of school the previous year but did not return during the current year by Oct. 1.	A	1	N=No, student is not a summer dropout; Y=Yes, student is a summer dropout				X
390	Aggregate Days Present	Cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). Alert if Number of days school has been in session is not complete on the Miscellaneous Web Data Collection If Active Status Code is N, then Aggregate Days Present must be zero		X	X
400	Aggregate Days Absent	Cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). Alert if Number of days school has been in session is not complete on the Miscellaneous Web Data Collection		X	X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
410	Retention Flag	Flag to identify that student was retained in the same grade (status at the end of the school year)	A	1	N=No, student was NOT retained; Y=Yes, student was retained	Must be Y or N.			X
420	Truancy Conference Flag	Flag to identify that a truancy conference was held with the student's parent after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.	A	1	N=No conferences held; Y=at least one conference held	Must be Y or N			X
430	Tuition Paid Code	Code to indicate tuition is paid/received for this student	N	2	blank; 02=Paid tuition to State Supported institution; 03=Paid tuition to private institution; 04=Paid tuition to regional center; 05=Received tuition from another LEA; 07=Served through CSA 09=Inter-State Compact Placement 10=Out of Students:Contiguous State Offering Same Privileges to VA Students per 22.1-5 11= Out of Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5 12=Tuition Received from a Non-Contiguous State or US Terrirory 15=Paid to a School Division Outside of the Commonwealth of Virginia	blank or valid code If not blank, Responsible Division cannot equal Serving Division.	X	X	X

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Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	F L L	S P R	E O Y
440	Non-public student FTE	FTE membership for a part-time student who is attending school to take one (.25) or two (.5) courses. (Includes home-schooled and private school students)	N	2	blank; 10 = student attends spec. ed. Class, i.e., speech 25 = student takes 1 course 50 = student takes 2 courses These are reported as implied decimals without the decimal point.	Must be 10, 25, 50, or blank on file.	X	X	X
445	First Year in Ninth Grade Code NEW	Students entering ninth grade for the first time this school year.	N	1	blank; 1 = first year in 9th grade -- never retained in the 9th grade in another Virginia public school in a previous school year 2 = first year in 9th grade in this school BUT retained in 9th grade in another Virginia LEA in a previous school year 3 = first year in 9th grade in this school BUT retained in 9th grade in another school in this division in a previous school year 4 = retained in 9th grade in this school in a previous school year	Required if Grade Level Code is 9. If Grade Level Code is not 9, must be blank. Must be a state-assigned code			X
650	Testing Identifier	Unique Testing Identifier provided by EIMS	N	10			X		X
660	Student's First Name (required for EIMS submission only)	Student's First Name	A	15					
670	Student's Middle Initial (required for EIMS submission only)	Student's Middle Initial	A	1					
680	Student's Last Name (required for EIMS submission only)	Student's Last Name	A	25					

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